

Welcome to Town Advisory Board and Citizen Advisory Council Secretary Training June 23, 2016 6:00pm ODC ROOM 1



Welcome!!!

Lets Introduce ourselves.

SECRETARY CONTRACT SERVICES AGREEMENT



DUTIES

- Perform clerical services in support of the functions of the TAB/CAC
- Consult with the liaison and keep liaison informed of all issues that arise in provision of services
- Contractor shall exhibit professional and courteous service



- Contractor shall be accessible via email and respond in a timely manner
 - Failure to satisfactorily meet the contractual obligations in the Scope of Services could be grounds for immediate termination of the Contract
- The scope of services may be changed with written agreement from both parties

COMPENSATION

- Submit a monthly Activity Log Sheet of specific services and hours worked
- Remit invoices by the first day of the month for previous month's services to Dee Hale
- Compensation shall be paid within 30 days of receipt of invoice
- Contractor shall act as an independent contractor
- Thirty days written notice required by either party to terminate this agreement

EQUIPMENT & SUPPLIES

- County will provide blank paper, stationery, envelopes, stamps, and other miscellaneous office supplies
- County will provide, maintain and repair equipment. Contractor agrees to keep equipment in good working condition
- Contractor shall relinquish all equipment, official records, tapes, files, supplies and any other items belonging to the County if contract is ended
- Nothing in this agreement shall prevent Contractor from using personal equipment, such as computer, printer, or fax to perform duties



"I'm tired of paying \$35 for ink! So I refilled the cartridges with ketchup, mustard, blue soda, and black coffee."

Current PlanningSecretaries Receive

- Applications US Mail*
- Justification Letters US Mail*
- Attachment A E-mail
- Agenda Sheets E-mail

*We are working with Current Planning to change these to email

Affidavit of Posting



CERTIFICATE OF POSTING

I, the undersigned, do hereby certify that on this date, Click here to enter text., at Click here to enter text. (time), I posted in Click here to enter text. (location) located at Click here to enter text. (address) the agenda for the Open Meeting of:

PUBLIC BODY NAME	TIME AND DATE
NAME TITLE	
SIGNATURE	

Please post the attached agenda in a public area of your building. NRS 241.020 mandates a written notice of all public meetings be posted no later than 9 a.m. three working days before the meeting. NRS 241.020, as amended by SB 70 of the 78th Legislative Session, further mandates that a certificate of posting be completed by each individual posting a copy of the public notice.

Please return this signed Certificate of Posting to: Official Clerk/Secretary of the Public Body

Fax to Administrative Services 702-455-3558



CERTIFICATE OF POSTING

I, the undersigned, do hereby certify that on this date,	at
(time), I posted in Indian Springs Library loc	ated at 715 Gretta Lane,
Indian Springs, NV, 89018 the agenda for the Open Meeting of:	
	TIME AND DATE
INDIAN SPRINGS TOWN ADVISORY BOARD	
Location: Indian Springs Community Center	
715 Gretta Lane	
Indian Springs, NV	
SIGNATURE	
Lara Frank	
Secretary, Indian Springs TAB	

Please post the attached agenda in a public area of your building. NRS 241.020 mandates a written notice of all public meetings be posted no later than 9 a.m. three working days before the meeting. NRS 241.020, as amended by SB 70 of the 78th Legislative Session, further mandates that a certificate of posting be completed by each individual posting a copy of the public notice.

Please return this signed Certificate of Posting to: Official Clerk/Secretary of the Public ${\bf Body}$

Posting and Emailing Agenda

 No later than 9:00am, 3 working days prior to meeting date, Post at all sites listed on your Agenda

No later than 9:00am, 3 working days prior to meeting

date, E-mail Agenda to:

 Maria De Jesus for posting onto the County Website

- Liaison
- TAB Members
- All other interested parties



Sending out the Agenda HELD Items

- If the PC/BCC date has not changed, you can use the agenda sheet from the previous meeting
- If the PC/BCC date has changed, contact the Current Planning Agenda Processing staff to send a new Agenda sheet

Notation for Holdover Items

PREVIOUS ACTION

Enterprise TAB September 30, 2015: HOLD to 10-14-15 TAB meeting for the applicants to consider an alternative exit in case of an emergency. (Previously heard)

PREVIOUS ACTION

Enterprise TAB December 9, 2015: Request that the Planning Commission send this application back to the TAB on December 30 for the TAB recommendation based on plans to be submitted by the applicant. (Previously heard)

PREVIOUS ACTION

Enterprise TAB September 30, 2015: (Note TAB's action.)

Planning (or Zoning) Commission action: (RETURNED TO TAB FROM 09-04-13 BCC MEETING)

PREVIOUS ACTION

Enterprise TAB December 9, 2015: HELD to the December 30, 2015 TAB per prior request of the applicant. (Not previously heard)

PREVIOUS ACTION

Enterprise TAB September 30, 2015: HOLD to the October 14, 2015 TAB meeting: the applicant did not appear or notify TAB of intentions. (Not previously heard)

Sending out the Agenda Preparing Your Packet

- Mail (or Email) Agenda to:
 - TAB Members and include:
 - Agenda
 - Agenda sheets/staff reports
 - Land Use Applications
 - Justification Letters
 - Draft minutes from the last meeting



Meeting Responsibilities

- Please attend all Meetings
- Set up/take down equipment as necessary
- Make sure a sign-in-sheet is available to the public
- Recording
- Send audio of meeting to your Liaison
 - Download and e-mail to Liaison
 - You may save to a disc
 - If the recording is too large to download and e-mail, or save to a disc, please leave the recording equipment with your liaison, so that they can download directly to the County drive.

CLARK COUNTY TOWN ADVISORY BOARD/CITIZEN ADVISORY COUNCIL RECOMMENDATION

APPLICATION NUMBER: ET-00400019-14 PC/BCC MEETING DATE: 2014-04-01

	SCRIPTION: <u>LEVITT C</u> N: <u>ET/UC-342-89 AUTO</u>			<u>ΓΥ</u>	Zone Change		
TO: PARADISE TOWN BOARD/CITIZENS ADVISORY COUNCIL Confo							
FROM:	CLARK COUNTY CU 500 S. Grand Central Pl P.O. Box 551744 LAS VEGAS, NEVAD	X_Use PermitDesign ReviewWaiver of Standards X_OtherET					
DATE:	2014-04-01						
	btain complete informati ef comments regarding the						
Approval	Denial	_ No Com	ment	# of ne	eighbor's present		
# of Neighbor	s For # of Ne	eighbors Against	<u>:</u>	# of Nei	ghbors Undecided		
Pro:							
Condition of A	Approval:						
Applicant has	agreed to these conditions	s Yes _	No				
	icant or Representative						
Neighborhood	meeting held?	Yes	_ No				
Signature		_	Date				
Title (Secretar	y or Chair)	_					
Faxed to Plani	nning Staff Faxed to Commissioner						

Recommendation sheets

 Once the recommendation sheets have been properly filled out, you must fax them to both Current Planning and the Commissioner's Office within two working days after the TAB/CAC meeting

- Fax to: 702-383-6041 Commissioner's Office
- Fax to: 702-382-0412 Current Planning

Minutes

Draft Minutes:

- Once prepared, email Draft minutes to liaison for review
- Once approved by liaison, email draft Minutes within 5 working days from the meeting to TAB/CAC members
- Mail or e-mail draft minutes to any person who requests them ONLY when the next meeting's agenda has been posted that indicates that the board will take action on the draft minutes.
- Make sure that the draft minutes have the DRAFT watermark.

Final/Approved Minutes

- After they are approved at the next meeting, remove the DRAFT watermark, and e-mail the final/approved minutes within 3 days to:
 - Liaison
 - County Clerk KochE@clarkcountynv.gov
 - Maria De Jesus to post to web
 - Anyone else that has requested to receive them

COORDINATION OF AGENDA WITH CHAIR/LIAISON

- Contact Liaison when preparing agenda
 - Many times there are community and/or county department information that must be posted on the agenda.
- Items can only be added to the agenda by the Board of County Commissioners, the Liaison, the Chair, a majority of the TAB/CAC or as required by law.

REQUEST FOR AGENDA, MINUTES & BACKUP MATERIAL

- According to Nevada's Open Meeting Law, citizens are entitled to receive the written agendas and minutes
 - Add them to your email notification lists as requested
- Be sure to have adequate copies of Agendas and Minutes available at meetings
- Have extra copies of back up material available for the audience

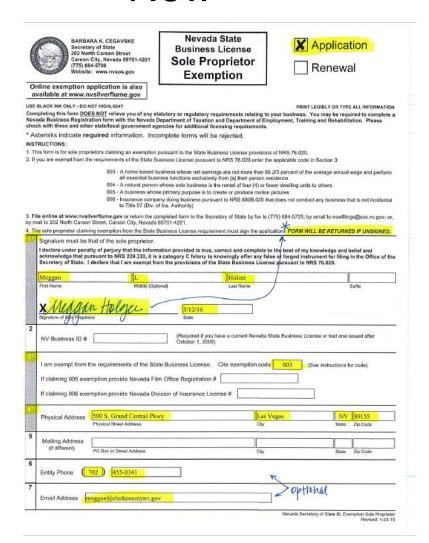
SPECIAL CALL MEETINGS



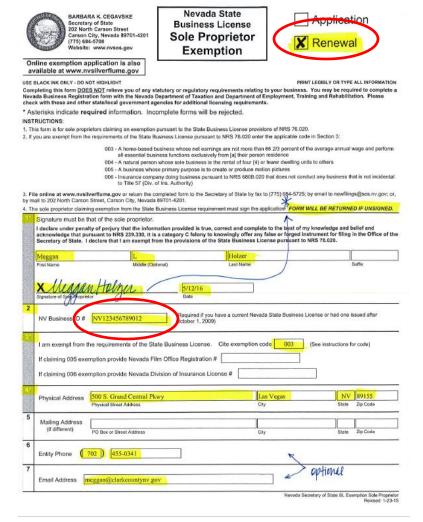
- There may be times when a Special Call meeting is necessary due to emergency issues, scheduling problems or other situations
- Can be called by the Chair or a majority of the TAB/CAC
- Must be posted in the same timeframe and locations as other meetings

Nevada State Business License Exemption

New



Renewal



Nevada State Commerce Tax

- For businesses making more than \$4 million per year
- Independent contractors receiving form 1099-Misc are considered to be businesses.



 File return on the Nevada Tax website: https://www.nevadatax.nv.gov/#

Other stuff...

- Follow up on issues with department, agencies or citizens as directed
- Customer Service returning calls, answering questions
- Technical or more detailed questions refer to Liaison
- Attend training as required

New Agenda

 Created under the direction of the Board of County Commissioners and the District Attorney

A consistent format for all TABs/CACs

 Ensures that all NRS requirements are being met

 Flexible structure to allow for differences such as reports, presentations, etc.



Name of TAB/CAC

Site Location Physical Address City, State, Zip Date Time

AGENDA

NOTE:

- Items on the agenda may be taken out of order.
- The Board/Council may combine two or more agenda items for consideration.
- The Board/Council may remove an item from the agenda or delay discussion relating to an item at any time.
- No action may be taken on any matter not listed on the posted agenda.
- All planning and zoning matters heard at this meeting are forwarded to Board of County Commissioners Zoning Commission (BCC) or the Clark County Planning Commission (PC) for final action.
- Please turn off or mute all cell phones & other electronic devices.
- Please take all private conversations outside the room.
- With forty-eight (48) hour advance request, a sign language interpreter, or other reasonable efforts to assist and accommodate persons with physical disabilities, may be made available by calling 702-455-3530 or TDD 702-385-7486 or Relay Nevada toll free 800-326-6868, TD/TDD.
- Supporting material provided to Board/Council members for this meeting may be requested from (insert name of contact) at (contact phone number) and is/will be available at the County's website at www.clarkcountynv.gov

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Board Members:

Name – Chair Name – Vice Chair Member Name Member Name Member Name Member Name

Secretary: Name, Telephone, Email address

Town Liaison: Name, Telephone, Email address

I. Call to Order, Pledge of Allegiance, Roll Call, County Staff Introductions

II. Public Comment - This is a period devoted to comments by the general public about items on this agenda. No discussion, action, or vote may be taken on this agenda item. You will be afforded the opportunity to speak on individual Public Hearing Items at the time they are presented. If you wish to speak to the Board/Council about items within its jurisdiction but not appearing on this agenda, you must wait until the "Comments by the General Public" period listed at the end of this agenda. Comments will be limited to three minutes. Please step up to the speaker's podium, if applicable, clearly state your name and address and please spell your last name for the record. If any member of the Board/Council wishes to extend the length of a presentation, this will be done by the Chair or the Board/Council by majority vote.

III. Approval of (Date) Minutes (For possible action)